

## ABC Licensee Resources

### Virginia ABC Retail Licensee Guide

This is an easy-to-use guide to assist managers and employees in understanding Virginia's alcohol-related laws. It outlines the role of Virginia ABC and the different types of licensees. It also covers ABC violations such as sales to minors, prohibited conduct, restricted hours, employment practices, advertising, general license issues and record keeping. The guide is available at no charge through the ABC Public Affairs Office by calling (804) 213-4418. You can also download it off the ABC Web site at [www.abc.virginia.gov](http://www.abc.virginia.gov).

### Prevent Underage Sales:

#### Virginia's Alcohol Laws-Training Video

All licensees are encouraged to use "Prevent Underage Sales: Virginia's Alcohol Laws" as part of their in-house training program. It includes a 20-minute video along with a training packet full of resources for managers to teach new and experienced servers and sellers. Managers can use this packet to reinforce key messages from Responsible Sellers & Servers: Virginia's Program (RSVP) and similar programs. You can download the printed sections of the packet from the ABC Web site at [www.abc.virginia.gov](http://www.abc.virginia.gov). New licensees can receive a copy from their special agent or by calling (804) 213-4688.

### Point-of-Purchase Stickers

These stickers will help your server or seller determine if someone is the legal age to purchase alcohol. They are also helpful for determining legal age for tobacco sales. The stickers may also discourage minors who are thinking about purchasing alcohol or tobacco. They are available in English and Spanish and are mailed to establishments each December. Check the ABC Web site at [www.abc.virginia.gov](http://www.abc.virginia.gov) or contact ABC's Public Affairs Office at (804) 213-4418 for more information.

### Brochures and Other Resources

You can order brochures, bookmarks, posters and litterbags on a variety of topics including blood alcohol content, fake IDs and underage drinking. These materials are available at no charge and are great for managers, servers/sellers and the general public. To learn more about the selection, download an order form at the ABC Web site at [www.abc.virginia.gov](http://www.abc.virginia.gov) or call (804) 213-4688.

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**ABC**  
VIRGINIA DEPARTMENT OF  
ALCOHOLIC BEVERAGE CONTROL  
ABC Education Section  
2901 Hermitage Road  
PO Box 27491  
Richmond, VA 23261

## 2008 Winter Schedule



**Training designed for  
sellers and servers in  
Virginia's ABC licensed  
establishments**

*Sponsored by the Virginia Department  
of Alcoholic Beverage Control*

## Sellers and Servers Are Key in Preventing Underage Sales

The reputation of a licensed establishment rests on the people who deal directly with the customers: the sellers and servers. Whether you work at a grocery store, convenience store, specialty store, restaurant, hotel or bar, you play a vital role in promoting responsible sales and consumption of alcoholic beverages. You are on the front lines working with the public and making sure that the laws, rules and regulations are followed and enforced.

## RSVP: Designed for Virginia Sellers and Servers

Virginia ABC offers training to help sellers and servers become more responsible and to better understand ABC laws, rules and regulations. Responsible Sellers and Servers: Virginia's Program (RSVP) is a three-hour class designed specifically for Virginia's on- and off-premise licensees and led by a team of ABC Special Agents.

RSVP teaches employees how to prevent sales to minors and intoxicated customers, how to spot fake identifications, how to document alcohol-related incidents and much more. RSVP participants will also learn about the laws and administrative regulations that govern alcohol sales and consumption in Virginia.

RSVP will take place at ABC regional offices and other meeting facilities throughout Virginia. Participants are encouraged to get directions when registering on the ABC Web site at [www.abc.virginia.gov](http://www.abc.virginia.gov). It is recommended that RSVP participants be at the training at least 15 minutes prior to the scheduled starting time.

RSVP was developed by the Virginia Department of Alcoholic Beverage Control for Virginia licensees. It is taught for sellers and servers of alcohol and not designed nor intended to replace any of the TIPS (Training for Intervention ProcedureS) curriculums offered through Health Communications, Inc. or other similar seller/server programs.

## 2008 Winter Schedule

### January

#### 1/16, Chesapeake

Chesapeake Regional ABC Office, 1103 South Military Hwy., (two sessions)  
9 a.m.-12 p.m. & 1 p.m.-4 p.m.

#### 1/16, Hampton

Old Dominion University / Peninsula Higher Education Center, 600 Butler Farm Rd.,  
9 a.m.-12 p.m.

#### 1/23, Colonial Heights

Hilton Garden Inn Richmond South / Southpark, 800 Southpark Boulevard,  
9 a.m.-12 p.m.

#### 1/23, Lynchburg

Lynchburg Regional ABC Office, 20353-A Timberlake Rd.,  
9 a.m.-12 p.m.

#### 1/23, Roanoke

Roanoke Regional ABC Office, 2943 D Peters Creek Rd.,  
9 a.m.-1 p.m.

#### 1/30, Alexandria

Alexandria Regional ABC Office (Fairfax County), 6308 Grovedale Dr., (two sessions)  
9 a.m.-12 p.m. & 1 p.m.-4 p.m.

### February

#### 2/6, Verona

Augusta County Government Center, Smith West Board Room, 9 a.m.-12 p.m.

#### 2/8, Danville

Danville Community College, Oliver Hall Auditorium,  
10 a.m.-1 p.m.

#### 2/12, Abingdon

Southwest Virginia Higher Education Center, One Partnership Circle,  
9 a.m.-1 p.m.

#### 2/20, Chesapeake

Chesapeake Regional ABC Office, 1103 South Military Hwy., (two sessions)  
9 a.m.-12 p.m. & 1 p.m.-4 p.m.

#### 2/20, Fredericksburg

J. F. Fick Inc., 224 Industrial Court, 9 a.m.-1 p.m.

#### 2/20, Williamsburg

Ramada Inn 1776, 725 By Pass Rd., 9 a.m.-12 p.m.

#### 2/21, Winchester

Winchester Moose Lodge, 215 East Cork Street, 9 a.m.-12 p.m.

#### 2/27, Alexandria

Alexandria Regional ABC Office (Fairfax County), 6308 Grovedale Dr., (two sessions)  
9 a.m.-12 p.m. & 1 p.m.-4 p.m.

### March

#### 3/12, Farmville

South Street Conference Bldg., 124 South St., 1 p.m.-4 p.m.

#### 3/19, Chesapeake

Chesapeake Regional ABC Office, 1103 South Military Hwy., (two sessions)  
9 a.m.-12 p.m. & 1 p.m.-4 p.m.

#### 3/19, Colonial Heights

Hilton Garden Inn Richmond South / Southpark, 800 Southpark Boulevard,  
9 a.m.-12 p.m.

#### 3/19, Roanoke

Roanoke Regional ABC Office, 2943 D Peters Creek Rd.,  
9 a.m.-1 p.m.

#### 3/19, Suffolk

Hilton Garden Inn, Conference Center, 100 East Constance Rd.,  
9 a.m.-12 p.m.

#### 3/26, Alexandria

Alexandria Regional ABC Office (Fairfax County), 6308 Grovedale Dr., (two sessions)  
9 a.m.-12 p.m. & 1 p.m.-4 p.m.

[www.abc.virginia.gov](http://www.abc.virginia.gov)

Register online!

## Registration Form

You are strongly encouraged to register online if you have access to a computer. You will receive an automatic e-mail that will confirm your spot in the class and you will also receive directions and parking instructions to the training site. Visit the ABC Web site at [www.abc.virginia.gov](http://www.abc.virginia.gov) for more information.

Name \_\_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

RSVP Training Location \_\_\_\_\_

RSVP Training Date and Time \_\_\_\_\_

If you do not have access to a computer, you can register with this form and mail it to the Virginia Department of Alcoholic Beverage Control, RSVP / Education Section, PO Box 27491, Richmond, VA 23261-7491

There is no cost for RSVP, but you are strongly encouraged to register early to allow organizers time to order participant manuals. If you register and find that you cannot attend the training, consider sending someone in your place. If you must cancel, please notify Virginia ABC by calling (804) 213-4688.

### Space Is Limited

Each business should register no more than five people. The scheduled classes will fill up quickly and some businesses may want to send more than five staff members to one class. If you are interested in training a large number of staff, contact your agent or regional ABC office. Additional classes may open based on demand and agent availability. Check the ABC Web site at [www.abc.virginia.gov](http://www.abc.virginia.gov) for updates and more information.